



## FOOD VENDOR APPLICATION

### Red Wing Roots Music Festival

July 12, 13 & 14, 2013

Natural Chimneys Park

94 Natural Chimneys Lane

Mt Solon, VA 22843

### DEADLINES/NOTIFICATION DATES

Application Deadline: April 1, 2013

Notification of Acceptance by Email: April 15, 2013

Vendor Fee Due: May 1, 2013

Cancellation for Refund Deadline: May 15, 2013

Vendor Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Person/Email/Phone: \_\_\_\_\_

### GENERAL FOOD BOOTH SPACE INFORMATION:

- All concessionaires are provided electricity and water (included in vending fee).
- Vendors must supply their own tents.
- Fire code states that all vendors who have any open flame appliance and/or apparatus must have a flame retardant treated canopy and a fire extinguisher.
- Vendors are expected to remain open throughout these festival program hours: FRI, SAT, SUN 12pm-10pm
- No vendor may break down booth prior to 10:00pm on Sunday, July 14.
- Electrical appliances to be used must be listed and detailed on application.
- Spaces are 20' frontage X 10' deep. Canopies MUST fit in the 20' X 10' space or you will not setup.
- The festival site opens up to all onsite camping-pass holders on Thursday, July 11. All Food Vendors must be set up and ready for business or Health Department inspection by 10am Friday, July 12. It is STRONGLY recommended that vendors set up on Thursday, July 11 anytime after 9am.
- **Vendors must accept Red Wing Artist Food Vouchers in \$10 increments. If received vouchers exceeds \$150 (fifteen \$10 vouchers), vendor will be reimbursed at 80% value of excess amount at end of festival.**

**1. Space Provided:** 20 feet (frontage) x 10 feet, assigned within the Concert Grounds at the discretion of Festival Organizers; no locations guaranteed.

**2. Set Up:** Vendor set up arrival will begin at 9:00AM on Thursday, July 11. All food vendors must be set up by 10:00AM on Friday, July 12. All vendors must supply their own tents, tables, electrical cords, water hoses, lights, signage, displays, equipment, etc.

**3. Guest General Admission Times:** Friday, Saturday and Sunday – Gates will open at 11:30AM. Food Vendor will be required to be open for business from noon until 10:00pm. Please have enough food and supplies for a 3,000 person event.

**4. Credentials:** Each vendor will be allowed 4 people per day. The 4 Vendor Credential Badges must be shared by your staff, if additional staff members are to rotate throughout the weekend.

**5. Safety:** You are solely responsible for complying with all safety, health, and fire code requirements. You must have a fire extinguisher at your location if you are dealing with any electronic, cooking, or grilling equipment.

**6. Electrical Hook-up:** As requested, Black Bear Productions, LLC will provide 20 amps of electricity, unless otherwise arranged. You are responsible for supplying all power cords (100 ft cords recommended). Please remember to provide lighting for your area during the evening portion of the Festival. The event has perimeter lighting only.

**7. Access to Location during Event:** One vehicle may stay parked behind your assigned space. However, once the event begins, you will not be allowed to exit the vending area in a motor vehicle or have a vehicle drive directly up to your assigned vending space. This means you must stock your supplies in advance and make suitable arrangements to operate your space. Please conclude your stocking and set-up by 11 AM. Individuals with credentials may enter festival grounds by foot at any time during the event. Should an emergency arise, please contact the Vendor Coordinator.

**8. State/Local Laws & Taxes:** You are responsible for paying all appropriate sales tax with respect to the sale of goods and for procuring all permits and documentation that are required by local and state government to operate within the state of Virginia. Each food vendor must also comply with the Augusta County Health Department's codes for safe food handling. Temporary Public Food Service License & Information can be found by contacting the Augusta County Health Department (540) 332-7830. Food Vendors should be prepared to be inspected by the Health Department inspector at any time, without notice.

**9. Indemnification and Insurance:** You are solely responsible for any injuries, accidents, or losses which may be sustained as a result of your vending operations at The Red Wing Roots Music Festival. Black Bear Productions LLC, Augusta County, Steel Wheels LLC or any partner shall have no responsibility for any accident or injury caused by your activities. You must maintain your own liability insurance and have proof of insurance available during the Festival for inspection purposes. By participating in the festival, you are agreeing to indemnify and hold harmless Black Bear Productions LLC, Augusta County, Steel Wheels LLC or any partner from any damages, lawsuits, or claims arising out of any injuries or accidents occasioned by your activities. A copy of your insurance certificate must be submitted with your application.

**10. Restricted Products:** Red Wing Roots Music Festival PROHIBITS the sale of any items that are illegal to sell, distribute or purchase in the State of Virginia. In an effort to reduce environmental impact, the sale of bottled water is prohibited; free water dispensing stations are provided. The sale of coffee, specialty coffee drinks, espresso and fruit smoothies is prohibited, except for Lucas Roasting Company, LLC. You will be allowed to sell

any other bottled products or house made drinks as a FOOD VENDOR ONLY. Also, in an effort to minimize the use of disposable food service products, vendors are REQUIRED to use disposable food service items that are made from bio-based, renewable materials; that are made with recycled content; or that are 100% compostable. Failure to comply with this request will jeopardize participation in future events.

**11. Conduct:** You are responsible for controlling your employees/volunteers, and all vendors must conduct themselves in a courteous, polite and professional manner. All vendors must abide by the rules & regulations of the Red Wing Roots Music Festival. You are responsible for being an informed participant and following all Festival Rules & Regulations.

**12. Additional Vendor Rules:** Collecting and reporting of the 5% Virginia Sales Tax is the responsibility of the Vendor. Absolutely NO PETS allowed on festival grounds. No drugs; no outside alcohol; no weapons. Red Wing Roots Music Festival will not be postponed or cancelled due to inclement weather. Vendors should be prepared for any weather. Vendors are fully responsible for protection of their property and for securing their tents and displays. All electrical appliances must be listed and disclosed on application. All vendors may be asked to remove any items not consistent with their application.

**13. Break Down/Clean-Up:** All vending materials must be removed from the area no later than Monday, July 15 at 12:00PM. You are responsible for removing all debris, trash and cooking materials from your assigned area to the trash receptacles provided by Red Wing Roots Music Festival.

**14. Security:** There will be security during the advertised hours of the festival. While such security is provided, Black Bear Productions LLC, Augusta County, Steel Wheels LLC or any partner shall not be responsible for any stolen, lost, or damaged items of equipment or personal belongings. You shall be solely responsible for the protection and safeguarding of valuables and release the aforementioned parties from any losses or damage to your property. Please handle your affairs as you deem appropriate with respect to protecting your equipment and belongings.

**15. General Provisions & Fees:** Black Bear Productions, LLC reserves the right to deny any application without explanation. All vending fees are non-refundable after May 15, 2013. Should any entry fees not clear our account or not be paid in full, your application will be denied and you will have no right to participate at the event. If Vendor Application is accepted and approved, the undersigned agrees to remit Vending Fee payment of \$500 by May 1, 2013 to:

**Black Bear Productions, LLC  
473 W. Bruce St.  
Harrisonburg, VA 22801**

If selected, the undersigned agrees to complete set up of the vending location no later than 10:00 AM on July 12, 2013. The name of your business will be marked via a sign. Menu items with pricing will also be displayed clearly via a sign. Each vendor shall be responsible for obtaining all licenses and permits, and for complying with all safety, health, and fire codes. Your signature acknowledges that you have read, understand and agree with the information, rules, fees and regulations contained within this application and, if selected, will pay the appropriate fees by May 1, 2013.

Name (Printed): \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

ITEM	EQUIPMENT DESCRIPTION	AMPS REQUIRED	APPROVED/INITIAL (INTERNAL USE ONLY)
1			
2			
3			
4			
5			

ITEM	MENU PRODUCT NAME AND DESCRIPTION	SELLING PRICE	APPROVED/INITIAL (INTERNAL USE ONLY)
1			
2			
3			
4			
5			
6			
7			
8			

Please briefly list any other festivals or large events for which you have operated as a food vendor:

Please fill out, sign, scan and return this application to: [vendors@redwingroots.com](mailto:vendors@redwingroots.com).